SELECTION AND TAILORING GUIDANCE

A.1. SCOPE.

A.1.1 Scope. This appendix provides guidance for selecting the applicable portions of specific Data Information Packets (DIPs) needed to support configuration management data requirements during the product life cycle. This appendix is not a mandatory part of this standard. The information contained herein is intended for guidance only.

A.2. APPLICABLE DOCUMENTS.

This section is not applicable to this appendix.

A.3. DEFINITIONS.

The acronyms and definitions in section 3 of this standard apply to this appendix.

A.4. ACQUISITION TECHNIQUES.

A.4.1. General. Each required subpacket of a DIP should be specifically cited in Block 16 on the DD Form 1423, Contract Data Requirements List (CDRL) included in the contract or purchase order. Since much of the required data may be obtained from Government sources where a CDRL is not required, the required subpackets should be included in the Statement of Work or other internal tasking document for data generated internally to the DoD. In all cases, the procuring activity has the option of physically receiving the data/document in any appropriate form (for example: paper, digital, microfilm), or of arranging for storage of, and access to, the technical data/document via a CITIS. The DoD is responsible for maintaining accurate configuration records of delivered material items and their configuration documentation when such records are required to enable item traceability, logistics support, demilitarization and eventual disposal.

A.4.2. Use of Table A-1. The type and amount of CM data that the Government requires varies according to the program and its design maturity, acquisition concept, and logistics support plan. Table A-I provides information applicable to the selection of Data Information Subpackets. There are three steps to determining the specific subpackets necessary to support CM data requirements:

a. The first is to identify the type of CM data (document type(s) and associated data) being ordered. For each type of CM data, the Table indicates whether it is: essential (E) that the data is delivered, or access to the data begins; recommended (R); optional (O); or not recommended (blank); for each acquisition program phase related to the product's design maturity. Identify the selection and tailoring paragraph associated with the CM data from the first column of Table A-I.

b. The selection and tailoring paragraph provides helpful information about that CM data, and usually refers to a subsequent Table (Tables II through XIV) containing guidance for tailoring requirements associated with that particular data under various acquisition concepts. In some instances the second Table was not necessary, and the tailoring paragraph itself identifies the appropriate Data Information Subpacket(s) associated with that CM data applicable to the acquisition concept for the program, eliminating the last step below.

c. Finally, where a subsequent Table was used, select the appropriate Data Information Subpacket(s) associated with that CM data by referring to the Note(s) indicated in Tables II through XIV applicable to the acquisition concept for the program.

Table A-I. Selection and tailoring guidance for data information subpackets.

Acquisition Life Cycle Phase:		Program Definition & Risk Reduction		Engineering & Manufacturing Development					Production, Fielding/Deployment, & Operational Support and Demilitarization & Disposal					
Design Maturity:		System Definition		Allocated Performance Definition		Design Definition			Production, Operations and Support			Post Production Operations and Support		
Nonrepairable (**NR**)/Repairable (**R**):						**NR**	**R**		**NR**	**R**		**NR**	**R**	
Performance-based (**P-B**)/Design-Based (**D-B**):		**P-B**	**D-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**
Paragraph	Type of Data													
A.4.2.1	System-to-system interface control drawings	E	E											
	Top-level CI external interface control drawings			E	E									
	CI-to-CI interface control drawings					E	E	E						
	Conceptual design drawings & associated lists		R											
	Developmental design drawings & associated lists				R									
	Product design drawings & associated lists							E						
	Special inspection equipment drawings & associated lists						O	O						
	Special tooling drawings & associated lists							O						
	Revisions to acquired drawings			E	E	E	E	E	E	E	E	E	E	E
A.4.2.2	Program-unique system performance specification	E	E											
	Program-unique top-level allocated performance specifications			E	E									
	Program-unique lower level allocated performance specifications					E	E	E						
	Program-unique product design specifications							E						
	Revisions to previously acquired specifications			E	E	E	E	E	E	E	E	E	E	E
A.4.2.3	Standardization documents	O	O	O	O	O	O	O	O	O	O	O	O	O
	Revisions to previously acquired standardization documents			E	E	E	E	E	E	E	E	E	E	E
A.4.2.4	Software & software administrative information								E					
	Revisions to previously acquired software & software administrative info								E			E		

Table A-I. Selection and tailoring guidance for data information subpackets.

Acquisition Life Cycle Phase:		Program Definition & Risk Reduction		Engineering & Manufacturing Development					Production, Fielding/Deployment, & Operational Support and Demilitarization & Disposal					
Design Maturity:		System Definition		Allocated Performance Definition		Design Definition			Production, Operations and Support			Post Production Operations and Support		
Nonrepairable (**NR**)/Repairable (**R**):						**NR**	**R**		**NR**	**R**		**NR**	**R**	
Performance-based (**P-B**)/Design-Based (**D-B**):		**P-B**	**D-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**
Paragraph	Type of Data													
A.4.2.5	Software support documents								E					
	Revisions to previously acquired software support documents								E			E		
A.4.3	Paperless hardware designs							R						
	Revisions to previously acquired paperless hardware designs							E			E			E
A.4.4.1	General documents	O	O	O	O	O	O	O	O	O	O	O	O	O
	Revisions to previously acquired general docs			E	E	E	E	E	E	E	E	E	E	E
A.4.4.2	Document supplements											R	R	R
A.4.5.1	Part/material definition						E	E						
A.4.5.2	NSN						E	E						
A.4.5.3	Traceability						E	E		E	E		E	E
A.4.5.4	As-built/as-delivered configuration and changes to fielded items						E	E		E	E		E	E
A.4.6.1	ECPs to system performance specification & associated interface drawings			E	E	E	E	E	E	E	E	E	E	E
	ECPs to top-level allocated performance specifications & associated interface drawings					E	E	E	E	E	E	E	E	E
	ECPs to lower level allocated performance specifications & CI-to-CI interface drawings					O	O	O	E	E		E	E	
	ECPs to all product design documents including internal interface control drawings										E			E

Table A-I. Selection and tailoring guidance for data information subpackets.

Acquisition Life Cycle Phase:		Program Definition & Risk Reduction			Engineering & Manufacturing Development				Production, Fielding/Deployment, & Operational Support and Demilitarization & Disposal					
Design Maturity:		System Definition		Allocated Performance Definition		Design Definition			Production, Operations and Support			Post Production Operations and Support		
Nonrepairable (**NR**)/Repairable (**R**):						**NR**	**R**		**NR**	**R**		**NR**	**R**	
Performance-based (**P-B**)/Design-Based (**D-B**):		**P-B**	**D-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**
Paragraph	Type of Data													
A.4.6.2	RFDs to system performance specification and associated interface drawings			E	E	E	E	E	E	E	E			
	RFDs to top-level allocated performance specifications and associated interface drawings					E	E	E	E	E	E			
	RFDs to lower level allocated performance specifications and CI-to-CI interface drawings					O	O	O	E	E				
	RFDs to all product design documents including internal interface control drawings										E			
A.4.6.3	Modification Requests								R	R		E	E	
A.4.6.4	Modification Instructions								R	R		E	E	
A.4.7.1	ECP/RFD action item status			R	R	R	R	R	R	R	R	R	R	R
A.4.7.2	CM audit action item status							R			E*			
A.4.8.1	Organization & CCBs	R	R	E	E	E	E	E	E	E	E	E	E	E
A.4.8.2	System/CI nomenclature	O	O	R	R	E	E	E						
A.4.8.3	Contract & CDRL requirements	R	R	R	R	R	R	R	R	R	R			
A.4.8.4	Review, comment, and disposition status of documents/CDRLs	R	R	R	R	R	R	R	R	R	R	R	R	R
A.4.8.5	Issue CCB directive			R	R	R	R	R	R	R	R	R	R	R
A.4.8.6	Define technical baseline documents	O	O	O	O	O	O	O	O	O	O	O	O	O
	Define functional baseline documents	R	R	E*	E*									
	Define allocated baseline documents			R	R	E*	E*	E*						
	Define product baseline documents							R			E*			
	Define contract baseline documents								E	E				
A.4.8.7	CPIN					O	O	O						
	PAN			O	O	O	O	O	O	O	O	O	O	O

Table A-I. Selection and tailoring guidance for data information subpackets.

Acquisition Life Cycle Phase:		Program Definition & Risk Reduction			Engineering & Manufacturing Development				Production, Fielding/Deployment, & Operational Support and Demilitarization & Disposal					
Design Maturity:		System Definition		Allocated Performance Definition		Design Definition			Production, Operations and Support			Post Production Operations and Support		
Nonrepairable (**NR**)/Repairable (**R**):						**NR**	**R**		**NR**	**R**		**NR**	**R**	
Performance-based (**P-B**)/Design-Based (**D-B**):		**P-B**	**D-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**	**P-B**	**P-B**	**D-B**
Paragraph	Type of Data													
A.4.8.8	Change custodian of a document	O	O	O	O	O	O	O	O	O	O	O	O	O
	Add, change, or delete Application Activity (including GLAA)	O	O	O	O	O	O	O	O	O	O	O	O	O
	Transfer CDCA of system performance specification & associated interface drawings	R	R	E*	E*									
	Transfer CDCA of top-level allocated performance specifications & associated interface drawings			R	R	E*	E*	E*						
	Transfer CDCA of lower level allocated performance specifications & CI-to-CI interface drawings					R	R	R	E*	E*				
	Transfer CDCA of all product design documents including internal interface control drawings							R			E*			
	Transfer CDCA of other documents (DED #0004, Appendix C)	O	O	O	O	O	O	O	O	O	O	O	O	O
	Transfer CDCA of document supplements (DED #0004, Appendix C)								R	R	R	E	E	E
	Transfer CDCA of software							O			O			
A.4.8.9	Add document representation	R	R	R	R	R	R	R	R	R	R	R	R	R

* If not previously accomplished.

A.4.2. Selection and tailoring associated with drawings, specifications, standards, software and software support documents.

A.4.2.1. Design drawings and associated lists.

A.4.2.1.1. Selection. Engineering drawings and associated lists may be required for any product, including mission equipment, special inspection equipment, training devices, special tooling, etc. Engineering drawings and associated lists are used:

a. during the program definition and risk reduction phase (when the design maturity is undergoing system definition and, if applicable, allocated performance definition) to verify preliminary design and engineering and confirm that the technology is feasible and that the design concept has the potential to be useful in meeting a specific requirement (see MIL-DTL-31000 for additional guidance),

b. during the engineering and manufacturing development phase (when the design maturity is undergoing allocated performance definition, if applicable, and/or design definition) to describe a specific design approach, provide the information to produce material for test or experimentation, and for the analytical evaluation of the inherent ability of the design approach to attain the required performance (see MIL-DTL-31000 for additional guidance),

c. during production in the production, fielding/deployment, and operational support phase when there is a current or future need for the Government to procure or manufacture the equipment, components, or spares and repair parts from either the original manufacturer or an alternate source (see MIL-DTL-31000 for additional guidance), or

d. during the production, fielding/deployment, and operational support phase, after production, when the Government will maintain the equipment using indigenous support or will contract maintenance support from a supplier other than the original designer of the equipment.

A.4.2.1.2. Tailoring. Engineering documents and associated lists are typically obtained via DIDs such as DI-DRPR-81000, -81001, -81002, -81003, -81004, and -81008 in the CDRL. Decide (1) if the Government wants to buy the originals (including all rights to change those originals) or copies[1] (with, or without, the right to review/adopt changes to those originals), (2) if the drawings and associated lists are to be delivered to the Government repository, or if perpetual access is to be provided by the performing activity, and (3) whether or not to buy electronic CM data about the drawings and associated lists[2]. See Table A-II for tailoring guidance.

Table A-II. Guidance on tailoring requirements for drawings and associated lists.

Purchase Originals or Copies	Delivery or Access	Purchase Electronic CM Data	Internal Tasking or External Buy	See Notes:
Originals	Delivery	Yes	Internal	a, c, and f
			External	a, c, and g
		No	External	a, c, and h
	Access	Yes	External	a, d, and i
		No	External	a, d, and j
Copies	Delivery	Yes	External	b, e, and g
		No	External	b, e, and h
	Access	Yes	External	b, d, and i
		No	External	b, d, and j

Notes:

[1] Not applicable to internal taskings

[2] The tasking activity is responsible for ensuring that the configuration management information required by DIP1 subpacket 1A is entered into the CM AIS.

a. Include in the SOW or internal tasking directive the requirement to create engineering drawings and associated lists. Complete the appropriate MIL-DTL-31000 TDP Option Selection Work Sheet(s) (Product Drawings and Associated Lists, Conceptual Design Drawings and Associated Lists, Developmental Design Drawings and Associated Lists, Special Inspection Equipment Drawings and Associated Lists, and/or Special Tooling Drawings and Associated Lists) specifying digital delivery. It is recommended that use of Government CAGE and drawing numbers be specified on the Selection Work Sheet(s). In the CDRL for the drawings and associated lists or in the internal tasking directive specify:

   (1) that the intention is to procure the originals and all rights (see also A.4.8.8) to the drawings and associated lists

   (2) the acceptable electronic format of drawings (for example: IGES)

b. Include in the SOW the requirement to create engineering drawings and associated lists. Complete the appropriate MIL-DTL-31000 TDP Option Selection Work Sheet(s) (Product Drawings and Associated Lists, Conceptual Design Drawings and Associated Lists, Developmental Design Drawings and Associated Lists, Commercial Drawings and Associated Lists, Special Inspection Equipment Drawings and Associated Lists, and/or Special Tooling Drawings and Associated Lists). It is recommended that use of Contractor source identification (preferably CAGE code) and drawing numbers be specified on the Selection Work Sheet(s). In the CDRL for the drawings and associated lists specify:

   (1) that the intention is to procure copies and, if applicable, the right to review/adopt changes to the original (see also A.4.8.6) of the drawings and associated lists

   (2) the acceptable electronic format (for example: IGES)

c. In the internal tasking directive or CDRL for the drawings and associated lists, specify when the documents are to be delivered.

d. Include a requirement in the SOW for a CITIS according to MIL-STD-974, specify at what status (for example; working, released, etc.) the customer is to be provided access and specify at what point in time the customer is to be provided access. In the remarks section of the CDRL for the drawings and associated lists, include the requirement for the contractor to provide perpetual[3] access to the digital drawings and associated lists.

e. In the CDRL for the drawings and associated lists, specify when the documents are to be delivered.

f. In the internal tasking directive, attach the completed MIL-DTL-31000 TDP Option Selection Worksheet(s) and specify: (1) delivery according to the electronic format requirements of data information subpacket 1A and Table DIP1-I of MIL-STD-2549, (2) whether or not text of notes is to be delivered as part of CM data, (3) whether or not special item and process notations are to be delivered as part of the CM data, (4) that DIP9 sequence 33 must be blank and sequence 34 is mandatory, and (5) that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a drawing.

g. Cite the drawings and associated lists DID number in the CDRL and attach the completed TDP Option Selection Worksheet(s) to the CDRL. In the remarks section of the CDRL, specify: (1) delivery according to the electronic format requirements of data information Subpacket 1A and Table DIP1-I of MIL-STD-2549, (2) whether or not text of notes is to be delivered as part of CM data, (3) whether or not special item and process notations are to be delivered as part of the CM data, (4) that DIP9 sequence 33 must be blank and sequence 34 is mandatory, and (5) that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a drawing.

h. Cite the drawings and associated lists DID number in the CDRL, attach the completed TDP Option Selection Worksheet(s), and specify delivery of the documents according to MIL-STD-1840.

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[3] "Perpetual" should be defined in the SOW as some period of time in excess of the expected life-time of the last item to be procured to this drawing set, with options for additional periods of time.

i. Cite the drawings and associated lists DID number in the CDRL and attach the completed TDP Option Selection Worksheet(s) to the CDRL. In the remarks section of the CDRL, specify: (1) delivery of CM data for documents according to the electronic format requirements of data information subpacket 1A and Table DIP1-I of MIL-STD-2549, (2) whether or not text of notes is to be delivered as part of CM data, (3) whether or not special item and process notations are to be delivered as part of the CM data, (4) that DIP9 sequence 33 is mandatory and sequence 34 must be blank, and (5) that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a drawing.

j. Cite the drawings and associated lists DID number in the CDRL and attach the completed TDP Option Selection Worksheet(s). In the remarks section of the CDRL, specify: (1) delivery of a copy of the document(s)/file(s) identification and location according to the electronic format requirements of data information subpacket 2A and Table DIP2-I of MIL-STD-2549 and (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank.

A.4.2.2. Program-unique specifications.

A.4.2.2.1. Selection. Program-unique specifications may be required for any system, item, software, material or process.

a. During system definition or early in allocated performance definition, the functional configuration documentation (FCD) consisting of a system performance specification is developed to document the system-level functional, performance and interface requirements. The specification also includes methods for verifying compliance with each requirement identified in the document. (See MIL-STD-961 for additional guidance on system specifications.)

b. During allocated performance and design definition, the allocated configuration documentation (ACD) consisting of allocated performance specifications are developed to document the allocation of system-level functional, performance and interface requirements to subsystems, assemblies, subassemblies and components below the system-level. These specifications also include methods for verifying compliance with each requirement identified in them. During this phase, the FCD is updated if required. (See MIL-STD-961 for additional guidance on item, software, material and process specifications.)

c. During design definition, the product configuration documentation (PCD) is developed to document the design solutions that satisfy the requirements contained in the ACD. The PCD is developed by combining the design information with the ACD. This usually occurs by referencing the top assembly drawing or adding a software code listing to the appropriate specification. Special processes needed to manufacture specific design solutions are included in the PCD as well. Design information also includes first article and acceptance requirements. These specifications, like the others, include methods for verifying compliance with each requirement identified in them. During this phase, the FCD and ACD are updated as required. (See MIL-STD-961 for additional guidance on item, software, material and process specifications.)

d. In terms of the acquisition life cycle, the FCD normally reaches maturity at the end of the program definition and risk reduction phase. The high-level ACD normally reaches maturity early in the engineering and manufacturing development phase with the remaining lower-level ACD, if applicable, maturing at the end of the engineering and manufacturing development phase. The PCD normally reaches maturity with the first production representative unit during the production, fielding/deployment and operational support phase. Once this documentation reaches maturity, it is used to support acquisition and sustainment strategies throughout the product's life cycle. During the production, fielding/deployment and operational support phase, the FCD, ACD and PCD, as applicable, are updated as required to support the procurement, manufacture and sustainment of the delivered systems as well as their related spares and support equipment.

A.4.2.2.2. Tailoring. Program-unique specifications are typically obtained via DIDs such as DI-SDMP-81493 and/or DI-IPSC-81431, -81433, -81434, and -81441 (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. Decide (1) if the Government wants to buy the originals (including all rights to change those originals) or copies[4] (with, or without, the right to review/adopt changes to those originals), (2) if the program-unique specifications are to be delivered to the Government repository, or if perpetual access is to be provided by the

[4] Not applicable to internal taskings

performing activity, and (3) whether or not to buy electronic CM data about the program-unique specifications[5]. See Table A-III for tailoring guidance.

Table A-III. Guidance on tailoring requirements for program-unique specifications.

Purchase Originals or Copies	Delivery or Access	Purchase Electronic CM Data	Internal Tasking or External Buy	See Notes:
Originals	Delivery	Yes	Internal	a, c, and f
			External	a, e, and g
		No	External	a, e, and h
	Access	Yes	External	a, d, and i
		No	External	a, d, and j
Copies	Delivery	Yes	External	b, e, and g
		No	External	b, e, and h
	Access	Yes	External	b, d, and i
		No	External	b, d, and j

Notes:

a. Include in the SOW the requirement to create program-unique specifications according to the guidance in MIL-STD-961, Appendix A. Complete the MIL-DTL-31000 TDP Option Selection Work Sheet for Specifications, specifying digital delivery. It is recommended that use of Government CAGE and program-unique specification numbers be specified on the Selection Work Sheet. In the CDRL for the program-unique specification specify:

   (1) that the intention is to procure the originals and all rights (see also A.4.8.8) to the program-unique specifications

   (2) the acceptable electronic format of program-unique specifications (for example: SGML, HTML, etc.)

b. Include in the SOW or internal tasking directive the requirement to create program-unique specifications according to the guidance in MIL-STD-961 Appendix A. Complete the MIL-DTL-31000 TDP Option Selection Work Sheet for Specifications. It is recommended that use of Contractor source identification (preferably CAGE code) and program-unique specification numbers be specified on the Selection Work Sheet. In the CDRL for the program-unique specification specify:

   (1) that the intention is to procure copies and, if applicable, the right to review/adopt changes to the original (see also A.4.8.6) of the program-unique specification

   (2) the acceptable electronic format (for example: SGML, HTML, etc.)

c. In the internal tasking directive or in the CDRL for the program-unique specification, specify when the documents are to be delivered. (This is life-cycle phase dependent, see MIL-HDBK-61 for guidance.)

d. Include a requirement in the SOW for a CITIS according to MIL-STD-974, specify at what status (for example; working, released, etc.) the customer is to be provided access and specify at what point in time the customer is to be provided access. In the CDRL for the program-unique specification, include the requirement for the contractor to provide perpetual[6] access to the digital program-unique specifications.

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[5] The tasking activity is responsible for ensuring that the configuration management information required by DIP1 subpacket 1B is entered into the CM AIS.

[6] "Perpetual" should be defined in the SOW as some period of time in excess of the expected life-time of the last item to be procured to which this program-unique specification applies. Options for additional periods of time should also be considered.

e. In the CDRL for the program-unique specification, specify when the documents are to be delivered.

f. In the internal tasking directive, attach the completed TDP Option Selection Worksheet for Specifications and specify: (1) delivery according to the electronic format requirements of data information subpacket 1B and Table DIP1-I of MIL-STD-2549, (2) that DIP9 sequence 33 must be blank and sequence 34 is mandatory, and (3) for material specifications only, that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a program-unique material specification.

g. Cite the program-unique specification DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL and attach the completed TDP Option Selection Worksheet for Specifications to the CDRL. In the remarks section of CDRL specify: (1) delivery according to the electronic format requirements of data information Subpacket 1B and Table DIP1-I of MIL-STD-2549, (2) that DIP9 sequence 33 must be blank and sequence 34 is mandatory, and (3) for material specifications only, that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a program-unique material specification.

h. Cite the program-unique specification DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL and attach the completed TDP Option Selection Worksheet for Specifications to the CDRL. In the remarks section of the CDRL, specify delivery of the documents according to MIL-STD-1840.

i. Cite the program-unique specification DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL and attach the completed TDP Option Selection Worksheet for Specifications to the CDRL. In the remarks section of the CDRL, specify: (1) delivery of configuration data for documents according to the electronic format requirements of data information subpacket 1B and Table DIP1-I of MIL-STD-2549, (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank, and (3) for material specifications only, that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a program-unique material specification.

j. Cite the program-unique specification DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL and attach the completed TDP Option Selection Worksheet for Specifications to the CDRL. In the remarks section of the CDRL, specify (1) delivery of a copy of the document/file identification and location according to the electronic format requirements of data information subpacket 2A and Table DIP1-I of MIL-STD-2549, and (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank.

A.4.2.3. Standardization documents.

A.4.2.3.1. Selection. Standardization documents are documents which are issued by international, government, industry, or other organizations for the purpose of standardizing parts or materials, processes, or practices across a segment of a company, industry, country, etc. They are called by various names by the issuing entities; for example: specifications, standards, guidebooks, handbooks, standard practices, protocols, regulations, manuals, standard agreements, bulletins, etc. Standardization documents are used during all phases of product and project life cycle:

a. To minimize cost by preventing the necessity of re-designing a part, material, process, or practice which is already in use,

b. To promote interchangeability of parts and materials between assemblies,

c. To promote seamless interface between organizations or software, or

d. To document ‘lessons learned’ and promote ‘best practices’

A.4.2.3.2. Tailoring. Standardization documents are typically obtained via DIDs such as DI-SDMP-81464, -81465, -81470, -81471, -81472, -81473, -81474, -81475, -81476 (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. Before ordering, determine if a suitable document exists. If so, order a copy from the external organization which is the custodian for it. If a new document is necessary, determine if it will be a defense document (for example: defense standard, defense specification, etc.). See Table A-IV for tailoring guidance.

Table A- IV. Guidance on tailoring requirements for standardization documents.

Internal or External Source	Defense Document	Access / Delivery	Purchase Electronic CM Data	See Notes:
Internal	Yes	Delivery	Yes	a, c, and e
External	Yes	Delivery	Yes	a, c, and f
			No	a, c, and g
	No	Delivery	Yes	b, c, and h
			No	b, c, and g
		Access	Yes	b, d, and h
			No	b, d, and g

Notes:

a. Include in the SOW or internal tasking directive the requirement to create defense documents according to the guidance in MIL-STD-961, MIL-STD-962, or other appropriate Government documents. If a document is to be a Defense Specification, complete the MIL-DTL-31000 TDP Option Selection Work Sheet for Specifications specifying digital delivery of the original. Specify on the Selection Work Sheet that the document number will be provided by the Government. In the CDRL for the standardization document or internal tasking directive specify:

   (1) that the intention is to procure the originals and all rights (see also A.4.8.8) to the defense document(s)

   (2) the acceptable electronic format of documents (for example: SGML, etc.[7])

b. In the CDRL for the standardization document specify:

   (1) that the intention is to procure copies of the standardization documents

   (2) the acceptable electronic format (for example: PDF, raster)

c. In the internal tasking directive, or in the CDRL for the standardization document, specify when the documents are to be delivered.

d. Include a requirement in the SOW for a CITIS according to MIL-STD-974, specify at what status (for example; working, released, etc.) the customer is to be provided access and specify at what point in time the customer is to be provided access. In the CDRL for the standardization document include the requirement for the contractor to provide perpetual[8] access to the digital standardization document(s).

e. In the internal tasking directive, attach the completed TDP Option Selection Work Sheet for Specifications (if applicable) and specify: (1) delivery according to the electronic format requirements of data information subpacket 1C and Table DIP1-I of MIL-STD-2549, (2) that DIP9 sequence 33 must be blank and sequence 34 is mandatory, (3) that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a defense specification.

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[7] Do not specify just raster, PDF, or any other kind of electronic format which is not easily editable as this will make maintenance of the document much more difficult.

[8] "Perpetual" should be defined in the SOW as some period of time in excess of the expected life-time of the last item to be procured to this drawing set, with options for additional periods of time.

f. Cite the standardization document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL and attach the completed TDP Option Selection Work Sheet for Specifications (if applicable). In the remarks section of the CDRL, specify: (1) delivery according to the electronic format requirements of data information Subpacket 1C and Table DIP1-I of MIL-STD-2549, (2) that DIP9 sequence 33 must be blank and sequence 34 is mandatory, and (3) that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a defense specification.

g. Cite the standardization document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL and attach the completed TDP Option Selection Work Sheet for Specifications (if applicable) to the CDRL. In the remarks section of the CDRL, specify delivery of the documents according to MIL-STD-1840.

h. Cite the standardization document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. In the remarks section of the CDRL, specify: (1) delivery of configuration data for documents according to the electronic format requirements of data information subpacket 1C and Table DIP1-I of MIL-STD-2549, (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank, and (3) that part identification and administrative information (and electronic part models, if required) be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549 for each part defined by a defense specification.

A.4.2.4. Software and software administrative information. Software may be required for any product, including mission equipment, special inspection equipment, training devices, special tooling, administrative processes, and record keeping, etc. Software may be required during any phase of a project; however, it is usually delivered only during the product deployment phase. Frequently, in order for software to execute, a specific software environment (including hardware and software) must be available; this is part of the administrative data required.

A.4.2.4.1. Selection.

a. Software administrative information: Selected administrative information about software assets is necessary to maintain the configuration of interfacing systems.

b. Software: Software may be obtained as executable (also known as compiled or object) code or as source code. Object code is one representation of software; it allows the user to execute the program and use it as it was designed to be used, but it does not allow the user to change how the software works or what it does. Source code allow the user to change how the software works or what it does; it also allows the user to automatically create object code to execute the program.

A.4.2.4.2. Tailoring. Software and software administrative information is typically obtained via DI-CMAN-81551 in the CDRL. Determine if a record copy of the executable software needs to be stored for any reason.[9] Determine if the Government personnel will need to be able to modify the software or if changes to the software will be accomplished by contracting the modification efforts from a supplier other than the original designer of the software. See Table A-V for guidance on tailoring requirements for software/software administrative information.

[9] Typically record copies of software are necessary to archive environments for application software or to archive application software for automatic launch routines to allow launch of the software when the user wishes to view the contents of a file.

Table A-V. Guidance on tailoring requirements for software and software administrative information.

Source of Software	Does software Exist	Will Government Modify Code	Is Archive Copy of the Software Required	Delivery or Access	Purchase Electronic CM Data	See Notes:
Internal	No	Yes	Yes	Delivery	Yes	a, b, d, and g
External	Yes	Yes	Yes	Delivery	Yes	b, d, and h
		No	Yes	Delivery	Yes	c and i
					No	c and j
				Access	Yes	c, e, and k
					No	c and e
			No	Delivery	Yes	f and l
	No	Yes	Yes	Delivery	Yes	a, b, d, and h
		No	Yes	Delivery	Yes	a, c, and i
					No	a, c, and j
				Access	Yes	a, c, e, and k
					No	a, c, and e
			No	N/A	Yes	a, f, and l

Notes:

a. In the internal tasking directive or the SOW, include the requirement to develop the software according to the appropriate standard (for example: MIL-STD-498, J-STD-016.0, ISO/IEC 12207, etc.).

b. In internal tasking directive or contract/CDRL, specify that the intention is to procure the source and executable code (and all rights) to the software.

c. In the contract/CDRL, specify that the intention is to procure a copy of the executable software code.

d. In internal tasking directive or contract/CDRL specify when the software and software administrative information is to be delivered.

e. Include a requirement in the SOW for a CITIS according to MIL-STD-974; specify at what status (for example; working, released, etc.) the customer is to be provided access; specify at what point in time the customer is to be provided access, and in the contract/CDRL state the period of time the performing activity is to provide access to the executable software.

f. In the contract/CDRL specify when the software administrative information is to be delivered.

g. In the internal tasking directive, specify delivery of executable code according to DIP1 subpacket 1E and repeat sequence 82-115 for source code. In DIP9, sequence 33 must be blank and sequence 34 must be nonblank.

h. Cite DI-CMAN-81551 in the CDRL and in the remarks section specify: (1) delivery of executable code according to the electronic format requirements of data information subpacket 1E and Table DIP1-I of MIL-STD-2549 and repeat sequence 82-115 for source code, (2) in DIP9, sequence 33 must be blank and sequence 34 must be nonblank.

i. Cite DI-CMAN-81551 in the CDRL and specify when delivery is due. In the remarks section specify: (1) delivery of executable code according to the electronic format requirements of data information subpacket 1E and Table DIP1-I of MIL-STD-2549, and (2) in DIP9, sequence 33 must be blank and sequence 34 must be nonblank.

j. In the contract specify delivery of the executable software by best commercial practices and when it is to be delivered. (Tasking activity is responsible for updating the CM AIS with the administrative information about this software.)

k. Cite DI-CMAN-81551 in the CDRL and in the remarks section specify: (1) delivery of executable code according to the electronic format requirements of data information subpacket 1E and Table DIP1-I of MIL-STD-2549, and (2) in DIP9, sequence 33 must be nonblank and sequence 34 must be blank.

l. In the contract or in the CDRL for DI-CMAN-81551, specify delivery of software administrative information according to the electronic format requirements of data information subpacket 1D and Table DIP1-I of MIL-STD-2549.

A.4.2.5. Software support documents.

A.4.2.5.1. Selection. Software support documents are required for any software product, including mission equipment, special inspection equipment, training devices, special tooling, administrative processes and record keeping, etc. Software support documents are used:

a. during the program definition and risk reduction, and engineering and manufacturing development, phases to document the differences between consecutive versions of software, or to document testing requirements, methods, and results (see MIL-STD-498 for additional guidance), or

b. during the production, fielding/deployment, and operational support phase when there is a current or future need for the Government to operate, maintain, or reproduce software or firmware or the systems on which they are installed (see MIL-STD-498 for additional guidance).

A.4.2.5.2. Tailoring. Software support documents are typically obtained via DIDs such as DI-IPSC-81430, -81432,-81435, -81436, -81437, -81439, -81442, -81443, -81444, -81445, -81446, -81447, and/or -81448 (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. Decide (1) if the Government wants to buy the originals (including all rights to change those originals) or copies[10] (with, or without, the right to review/adopt changes to those originals), (2) if the software support documents are to be delivered to the Government repository, or if perpetual access is to be provided by the performing activity, and (3) whether or not to buy electronic CM data about the software support documents[11]. See Table A-VI for tailoring guidance.

Table A-VI. Guidance on tailoring requirements for software support documents.

Purchase Originals or Copies	Delivery or Access	Purchase Electronic CM Data	Internal Tasking or External Buy	See Notes:
Originals	Delivery	Yes	Internal	a, c, and f
			External	a, c, and g
		No	External	a, c, and h
	Access	Yes	External	a, d, and i
		No	External	a, d, and j
Copies	Delivery	Yes	External	b, e, and g
		No	External	b, e, and h
	Access	Yes	External	b, d, and i
		No	External	b, d, and j

Notes:

a. Include in the SOW or internal tasking directive the requirement to create software support documents and specify which documents are desired according to the guidance in MIL-STD-498. In the CDRL for the software support documents or in the internal tasking directive specify:

[10] Not applicable to internal taskings

[11] The tasking activity is responsible for ensuring that the configuration management information required by DIP1 subpacket 1F is extracted from the software support document(s) and entered into the CM AIS along with the software-support documents when they are received.

(1) that the intention is to procure the originals and all rights (see also A.4.8.8) to the software support documents

(2) the acceptable electronic format of software support documents (for example: SGML, HTML, etc.)

(3) Specify how the documents are to be identified. (It is recommended that use of Government CAGE and document numbers be specified.)

b. Include in the SOW or internal tasking directive the requirement to create software support documents and specify which documents are required. (See MIL-STD-498 for guidance.) In the CDRL for the software support documents or in theinternal tasking directive specify:

(1) that the intention is to procure copies and, if applicable, the right to review/adopt changes to the original (see also A.4.8.6) of the software support documents

(2) the acceptable electronic format (for example: SGML, HTML, etc.)

(3) specify how the software support documents are to be identified. (It is recommended that use of contractor identification and either a contractor-assigned number or title be used.

c. In the internal tasking directive or the CDRL for the software support documents, specify when the documents are to be delivered. (This is life-cycle phase dependent, see MIL-HDBK-61 for guidance.)

d. Include a requirement in the SOW for a CITIS according to MIL-STD-974; specify at what status (for example; working, released, etc.) the customer is to be provided access; specify at what point in time the customer is to be provided access, and in the CDRL for the software support documents include the requirement for the contractor to provide perpetual[12] access to the digital software support documents.

e. In the CDRL for the software support documents, specify when the documents are to be delivered.

f. In the internal tasking directive, specify delivery according to the electronic format requirements of data information subpacket 1F and Table DIP1-I of MIL-STD-2549. Specify that DIP9 sequence 33 must be blank and sequence 34 is mandatory.

g. Cite the software support document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. In the remarks section specify: (1) delivery according to the electronic format requirements of data information Subpacket 1F and Table DIP1-I of MIL-STD-2549, and (2) that DIP9 sequence 33 must be blank and sequence 34 is mandatory.

h. Cite the software support document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. In the remarks block, specify delivery of the documents according to MIL-STD-1840.

i. Cite the software support document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. In the remarks block, specify: (1) delivery of configuration data for documents according to the electronic format requirements of data information subpacket 1F and Table DIP1-I of MIL-STD-2549, and (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank.

j. Cite the software support document DID number (or DI-CMAN-81551 if no other appropriate DID exists) in the CDRL. In the remarks block, specify: (1) delivery of a copy of the document/file identification and location according to the electronic format requirements of data information subpacket 2A, and (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank.

[12] "Perpetual" should be defined in the SOW as some period of time in excess of the expected life-time of the last item to be procured, with options for additional periods of time.

A.4.3. Selection and tailoring associated with paperless hardware designs.

A.4.3.1. Selection. Paperless designs, also called electronic models, may be required for any product (including mission equipment, special inspection equipment, training devices, special tooling, etc.) in lieu of engineering drawings. One advantage to this approach is that the part structure is embedded in the design files. One disadvantage is that they can not be reviewed without access to the commercial software with which they were created.[13] Selection of electronic models is not recommended unless the program has assured itself that they have the ability to use information in this format. This option is only available for commercial parts.[14] Electronic models can be used:

a. during the program definition and risk reduction phases to verify preliminary design and engineering and confirm that the technology is feasible and that the design concept has the potential to be useful in meeting a specific requirement,

b. during the engineering and manufacturing development phase to describe a specific design approach, provide the information to produce material for test or experimentation, and for the analytical evaluation of the inherent ability of the design approach to attain the required performance,

c. during the production, fielding/deployment, and operational support phase when there is a current or future need for the Government to procure or manufacture the equipment, components, or spares and repair parts from either the original manufacturer or an alternate source, or

d. during the production, fielding/deployment, and operational support phase, after production, when the Government will maintain the equipment using indigenous support or will contract maintenance support from a supplier other than the original designer of the equipment.

A.4.3.2. Tailoring. Electronic part models are typically obtained via DI-CMAN-81553 in the CDRL. Decide (1) if the Government wants to buy the originals (including all rights to change those originals) or copies (with, or without, the right to review/adopt changes to those originals), (2) if the electronic models are to be delivered to the Government repository, or if perpetual access is to be provided by the performing activity. If the decision is to buy the originals, determine that an archive copy of the appropriate application software is available. See Table A-VII for guidance on tailoring.

Table A-VII. Guidance on tailoring requirements for electronic models (paperless drawings).

Purchase Originals or Copies	Delivery or Access	See Notes:
Originals	Delivery	a, c, and f
	Access	a, d, and g
Copies	Delivery	b, e, and f
	Access	b, d, and g

Notes:

a. Include in the SOW the requirement to create electronic models. Specify that the parts defined by these models are to be identified by the performing activity identification (preferably CAGE code) and a performing activity assigned unique part number. In the CDRL for the electronic part model or in the internal tasking directive specify:

(1) that the intention is to procure the originals and all rights (see also A.4.8.8) to the electronic part models

(2) the acceptable electronic format of electronic models (for example: ProEngineer, ISO 10303-AP 203)

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[13] Translation between commercial tools may be possible by specifying delivery in ISO-10303 AP 203 format (STEP).

[14] This limitation is because the DoD does not have a methodology for identifying parts without an associated drawing or material specification. This does not restrict the ordering of electronic models in conjunction with engineering drawings, program-unique specifications, or standardization documents. (See also: A.4.2.1, A.4.2.2, and A.4.2.3.)

b. Include in the SOW the requirement to create electronic part models. Require that the parts defined by the models be identified by use of Contractor source identification (preferably CAGE code) and contractor-assigned part numbers. In the CDRL for the electronic part model specify:

(1) that the intention is to procure copies and if applicable, the right to review/adopt changes to the original (see also A.4.8.6) of the electronic part models

(2) the acceptable electronic format (for example: ProEngineer, ISO-10303 AP 203)

c. In the CDRL for the electronic part model, specify when the documents are to be delivered.

d. Include a requirement in the SOW for a CITIS according to MIL-STD-974; specify at what status (for example; working, released, etc.) the customer is to be provided access; specify at what point in time the customer is to be provided access, and in the CDRL for the electronic part model include the requirement for the contractor to provide perpetual[15] access to the digital electronic part models.

e. In the CDRL for the electronic part model, specify when the models are to be delivered.

f. Cite DI-CMAN-81553 in the CDRL and specify: (1) delivery according to the electronic format requirements of data information Subpacket 3A and Table DIP3-I of MIL-STD-2549, (2) that sequence 38 is mandatory, and (3) that in DIP9 sequence 33 must be blank and sequence 34 is mandatory.

g. Cite DI-CMAN-81553 in the CDRL and specify: (1) delivery according to the electronic format requirements of data information Subpacket 3A and Table DIP3-I of MIL-STD-2549, (2) that sequence 38 is mandatory, and (3) that in DIP9 sequence 33 is mandatory and sequence 34 must be blank.

A.4.4. Selection and tailoring associated with general documents and document supplements.

A.4.4.1 General documents.

A.4.4.1.1. Selection. General documents include plans, procedures, analyses, books, technical manuals, etc. which are required by the Government for any reason and which are not covered elsewhere in this appendix. Various documents in this category can be required during any phase of a program, or independent of any program.

A.4.4.1.2. Tailoring. Documents are typically obtained via a DID for the document (or DI-CMAN-81552 if no other appropriate DID exists) in the CDRL. [See DoD 5010.12-L, Acquisition Management and Data Requirements Control List (AMSDL) for existing DIDs for the documents.] Decide (1) if the Government wants to buy the originals (including all rights to change those originals) or copies[16] (with, or without, the right to review/adopt changes to those originals), (2) if the documents are to be delivered to the Government repository, or if perpetual access is to be provided by the performing activity, and (3) whether or not to buy electronic CM data about the [17]documents. See Table A-VIII for tailoring guidance.

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[15] "Perpetual" should be defined in the SOW as some period of time in excess of the expected life-time of the last item to be procured, with options for additional periods of time.

[16] Not applicable to internal taskings

[17] The tasking activity is responsible for ensuring that the configuration management information required by DIP2 subpacket 1A is entered into the CM AIS.

Table A-VIII. Guidance on tailoring requirements for general documents.

Purchase Originals or Copies	Delivery or Access	Purchase Electronic CM Data	Internal Tasking or External Buy	See Notes:
Originals	Delivery	Yes	Internal	a, c, and e
			External	a, c, and f
		No	External	a, c, and g
	Access	Yes	External	a, d, and h
		No	External	a, d, and k
Copies	Delivery	Yes	External	b, c, and f
		No	External	b, c, and g
	Access	Yes	External	b, d, and h
		No	External	b, d, and i

Notes:

a. Include in the SOW or in the internal tasking directive the requirement to create documents and specify which documents are desired. In the CDRL for the document or in the internal tasking directive specify:

   (1) that the intention is to procure the originals and all rights (see also A.4.8.8) to the documents

   (2) the acceptable electronic format of documents (for example: SGML, HTML, etc.)

   (3) Specify how the documents are to be identified. (It is recommended that use of Government CAGE and document numbers be specified.)

b. Include in the SOW the requirement to create the documents and specify which documents are required. In the CDRL for the document specify:

   (1) that the intention is to procure copies and if applicable, the right to review/adopt changes to the original (see also A.4.8.6) of the documents

   (2) the acceptable electronic format (for example: SGML, HTML, etc.)

   (3) specify how the documents are to be identified. (It is recommended that use of Contractor identification and either a contractor-assigned number or title be used.

c. In the internal tasking directive or CDRL for the document, specify when the documents are to be delivered.

d. Include a requirement in the SOW for a CITIS according to MIL-STD-974; specify at what status (for example; working, released, etc.) the customer is to be provided access; specify at what point in time the customer is to be provided access, and in the CDRL for the document include the requirement for the contractor to provide perpetual[18] access to the digital documents.

e. In the internal tasking directive, specify delivery according to the electronic format requirements of data information subpacket 2A and Table DIP2-I of MIL-STD-2549. Specify that DIP9 sequence 33 must be blank and sequence 34 is mandatory.

f. Cite the document DID number (or DI-CMAN-81552 if no other appropriate DID exists) in the CDRL and, in the remarks section, specify: (1) delivery according to the electronic format requirements of data information Subpacket 2A and Table DIP2-I of MIL-STD-2549, and (2) that DIP9 sequence 33 must be blank and sequence 34 is mandatory.

[18] "Perpetual" should be defined in the SOW as some period of time in excess of the expected life-time of the last item to be procured to which this document applies, with options for additional periods of time.

g. In the CDRL for the document, specify delivery of the document according to MIL-STD-1840.

h. Cite the document DID number (or DI-CMAN-81552 if no other appropriate DID exists in the CDRL and, in the remarks section, specify: (1) delivery of configuration data for documents according to the electronic format requirements of data information subpacket 2A and Table DIP2-I of MIL-STD-2549, and (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank.

i. Cite the document DID number (or DI-CMAN-81552 if no other appropriate DID exists in the CDRL and, in the remarks section, specify: (1)delivery of a copy of the document/file identification and location according to the electronic format requirements of data information subpacket 2A and Table DIP2-I of MIL-STD-2549, and (2) that DIP9 sequence 33 is mandatory and sequence 34 must be blank.

A.4.4.2. Document supplements. Document supplements are used to prevent the necessity and cost of re-distributing an entire paper document when only a portion of the document has changed and to expedite the distribution of changes to a document *when paper is the primary medium*. As a result, complex tiered systems of identifying changes to revisions, notices to revisions, supplements to changes, etc. have been developed. They are treated as a separate category only because of these specialized identification requirements.

A.4.4.2.1. Selection. Supplements are used:

a. to distribute changes to revisions of military technical manuals,

b. to distribute (routine, operational, safety, and page) supplements to military technical manuals, or

c. to archive page change notices to program-unique specifications which were created under the requirements of standardization documents that have been canceled (for example; MIL-STD-490 and MIL-STDs-480, -483, or -973).

A.4.4.2.2. Tailoring. Document supplements are typically obtained via a DID for the supplement (or DI-CMAN-81552 if no other appropriate DID exists) in the CDRL. [See DoD 5010.12-L, Acquisition Management and Data Requirements Control List (AMSDL) for existing DIDs for the documents.] The Government requirements for acquiring originals, or copies, of supplements are usually identical to the requirements established for the basic document (see A.4.4.1.2 and Table A-VIII Notes a and b). In the internal tasking directive or the SOW, state what kind of supplement is required and to which document. If the supplement is to be created internally to the Government, include the requirement in the internal tasking directive to deliver the supplement according to the electronic format requirements of data information subpacket 2A and Table DIP2-I of MIL-STD-2549. If the supplement is to be created externally to the Government, cite the DID number for the supplement (or DI-CMAN-81552, if no other appropriate DID exists) in the CDRL and specify delivery according to the electronic format requirements of data information subpacket 2A and Table DIP2-I of MIL-STD-2549.

A.4.5. Selection and tailoring associated with product/asset configuration information.

A.4.5.1. Basic part/material identification information.

A.4.5.1.1. Selection. This basic information about parts and materials is used:

a. during the program definition and risk reduction, and engineering and manufacturing development phases to identify the parts/materials which are the building blocks for the product (see MIL-STD-100 for additional guidance),

b. during the production, fielding/deployment, and operational support phase when there is a current or future need for the Government to repair or maintain equipment, or procure, stock, or distribute spare parts for the repair and maintenance of equipment, or

c. during all phases to identify approved equivalent/replacement/superseded/substitute parts/materials.

A.4.5.1.2. Tailoring.

a. Basic part design identification is usually obtained by ordering the design document or paperless design for the part (see also: A.4.2.1, A.4.2.2, A.4.2.3, A.4.2.4, and A.4.3); however, it may be ordered by specifying the part design-source and part identifier and requesting in the internal tasking directive that information on the part be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549; or cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify that information on the part be delivered according to the electronic format requirements of data information subpacket 3A and Table DIP3-I of MIL-STD-2549.

b. For internal design work, include in the internal tasking directive the requirement that replacement/ superseded/substitute item information be reported simultaneously with the approval of the design documents which identify the replacement/superseded/substitute items and the unrestricted release of the items. Specify that this information is to be reported according to the electronic format requirements of data information subpacket 3H and Table DIP3-I of MIL-STD-2549.

c. For external design work, include in the SOW the requirement that replacement/superseded/substitute item information be reported simultaneously with the incorporation of the design documents which identify the replacement/superseded/substitute items into the configuration documentation adopted by the tasking activity or for which the tasking activity is the CDCA. Cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify that this information is to be reported according to the electronic format requirements of data information subpacket 3H and Table DIP3-I of MIL-STD-2549.

d. When parts, materials, or assemblies are ordered from a performing activity which is not the original design activity for the item, and when it is known that the performing activity (supplier) has assigned alternate identifiers to the parts, material, or assemblies, cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify the requirement to report performing activity-assigned equivalent identifiers[19] according to the electronic format requirements of data information subpacket 3H and Table DIP3-I of MIL-STD-2549 (or include the electronic format requirements of data information subpacket 3H and Table DIP3-I of MIL-STD-2549 in internal tasking directives).

e. When parts, materials, or assemblies are to be designed by a performing activity and are to be initially identified by the tasking activity CAGE code and tasking activity-provided part numbers/material identifiers, and when it is known that the performing activity assigns alternate identifiers to the parts/materials for its internal use, cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify the requirement to report performing activity-assigned equivalent identifiers[19] according to the electronic format requirements of data information subpacket 3H and Table DIP3-I of MIL-STD-2549.

A.4.5.2. National stock number information.

A.4.5.2.1. Selection.

a. NSN assignment is requested during the engineering and manufacturing development phase to identify the parts/materials which will be delivered to the Government when there is a current or future need for the Government to repair or maintain equipment, or procure, stock, or distribute spare parts for the repair and maintenance of equipment, and which therefore, will be entered into the Government supply system.

b. During the production, fielding/deployment, and operational support phase, NSNs are marked on items and their packaging as supply identification.

c. During the logistical support phase NSNs are used for determining stock levels, ordering replacement parts, and can be used for reporting maintenance/repair/modification actions.

d. This basic information about national stock numbers (NSN) is used during all phases to identify approved replacement/superseded/substitute parts/materials.

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[19] These alternate identifiers are stock numbers because only the original design activity can assign a part number; however, frequently companies refer to these alternate identifiers by terms such as ‘company part numbers’ or ‘internal part numbers’.

A.4.5.2.2. Tailoring. National stock number information is typically obtained via DI-CMAN-81553 in the CDRL. This information is required for all items (hardware or software) which the Government plans to stock.

a. If the item is being designed internally and will be stocked, include in an internal tasking directive, the requirement to: (1) request NSN assignment, (2) report the assignment of NSN(s) according to the electronic format requirements of data information subpacket 3G and Table DIP3-I of MIL-STD-2549, (3) include in the PCD (for which the Government is the CDCA) the requirement to mark NSNs on parts, (4) mark parts, external packaging, and shipping documents with the NSN.

b. If the design of the item is being created to meet Government program-unique requirements, include in the internal tasking directive the requirement to: (1) request NSN assignment for each item which will be stocked by the Government, (2) provide the assigned NSN to the organization creating the PCD prior to the start of production, and (3) report the assignment of NSN(s) according to the electronic format requirements of data information subpacket 3G and Table DIP3-I of MIL-STD-2549. Specify in the SOW the requirement to include in the PCD the notation to mark NSNs on parts and the requirement to mark parts, external packaging, and shipping documents with the NSN.

c. If the item is a commercial item and will be stocked, include in an internal tasking directive the requirement to: (1) request NSN assignment and (2) report the assignment of NSN(s) according to the electronic format requirements of data information subpacket 3G and Table DIP3-I of MIL-STD-2549. Include in the SOW the requirement to mark NSNs on external packaging, and shipping documents.

A.4.5.3. Basic part/material traceability information.

A.4.5.3.1. Selection. This includes information about the part traceability identifiers (serial numbers, lot numbers, etc.) assigned by a manufacturer to a part, material, or assembly. This information is used:

a. during the program definition and risk reduction phase, engineering and manufacturing development phase, and production, fielding/deployment, and operational support phase to control the product during the manufacturing process by identifying each instance of a part/material being produced, to identify minor differences in manufacture or design between consecutively built instances of a given part or material, and to specify the effectivity of changes in part/material design (see EIA IS-649 for additional guidance), or

b. during the production, fielding/deployment, and operational support phase and the demilitarization and disposal phase to identify failure trends and determine causative factors for such trends, to assign assets for use in specific missions/sorties, and to maintain inventory control of critical assets.

A.4.5.3.2. Tailoring. Basic part/material traceability information is typically obtained via DI-CMAN-81553 in the CDRL. For each contract or internal tasking directive which requires the delivery of parts, materials, or assemblies, include in the SOW or internal tasking directive the requirement to report (1) which delivered traceable items have deviations implemented in them and the identification of those deviations, (2) the lot size of lot-controlled items, (3) the correlation of tracking identifiers for all traceable items which are identified by more than one tracking identifier (for example: by a Government serial number and a manufacturer's serial number, or by a lot number and a manufacturer's serial number), (4) the correlation of tracking identifier(s) and effectivity block numbers for all traceable items which have had change (ECP or RFD) effectivities identified by a block number. Furthermore, require that this information is to be reported for all traceable items which are included in the As-Built/As-Delivered report.

a. For internally manufactured items, specify in the internal tasking directive(s) that delivery of this information is to be according to the electronic format requirements of data information subpacket 3B and Table DIP3-I of MIL-STD-2549. Also specify that delivery is to be simultaneous with the delivery of the first traceable item to which any of these conditions apply.

b. For externally manufactured items, Cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify: (1) that delivery of this information is to be according to the electronic format requirements of data information subpacket 3B and Table DIP3-I of MIL-STD-2549, and (2) that delivery is to be simultaneous with the delivery of the first traceable item to which any of these conditions apply.

A.4.5.4. As-built/as-delivered configuration and changes to fielded items.

A.4.5.4.1. Selection. This information is the core information necessary for configuration management of fielded assets. It is first created during production, and is used during all subsequent life cycle phases to identify the precise components of any assembly, assist in identifying failure trends and determine the causative factors for such trends, and allow for inventory control of assets including recall or demilitarization of defective or obsolete units. It is also used by operations to assign assets to specific missions. As-maintained/As-modified records should not be ordered unless the As-built/As-delivered records are obtained.

A.4.5.4.2. Tailoring. As-built/as-delivered configuration information and records of changes to fielded items are typically obtained via DI-CMAN-81553 in the CDRL. Determine (1) if the equipment to be delivered to the Government will be repairable by the Government at any level, if the Government will contract for repair from any source other than the original designer of the equipment, or if the item is a nonrepairable item (2) is it, or a installed lower-level component, critical to safety, health, or mission performance. See Table A-IX for guidance on tailoring requirements for As-built/As-delivered records. If As-built/As-delivered records are ordered, also order Basic part/material traceability information (see A.5.4.3) and As-maintained/As-modified records (see Table A-X for guidance).

Table A-IX. Guidance on tailoring requirements for as-built/as-delivered records.

Repairable Item	Has Assigned Tracking Identifier	Is Item Critical to Safety, Health, or Mission	Is Item Manufactured Internally or Externally	See Notes:
repairable*	Yes	Yes	Internal	a
			External	b
		No	N/A	Do not order As-built/As-delivered list
	No	N/A	N/A	
nonrepairable	N/A	N/A	N/A	

* repairability is limited to repair by Government personnel or by an organization under contract to the Government which is not the original manufacturer for the item.

Notes:

a. In the internal tasking directive, include the requirement to record the tracking identifier of the top level (deliverable) item and the part number and tracking identifier of all repairable subassemblies and parts down to and including the lowest level replaceable components. In the internal tasking directive, specify delivery according to the electronic format requirements of data information subpacket 3C and Table DIP3-I of MIL-STD-2549. Also, specify that delivery is to be simultaneous with the delivery of the hardware.

b. In the SOW, include the requirement to record the tracking identifier of the top level (deliverable) item and the part number and tracking identifier of all repairable subassemblies and parts down to and including the lowest level replaceable components. Cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify: (1) delivery according to the electronic format requirements of data information subpacket 3C and Table DIP3-I of MIL-STD-2549, and (2) delivery is to be simultaneous with the delivery of the hardware.

Table A-X. Guidance on tailoring requirements for records of changes to fielded items.

Repairable Item	Has Assigned Tracking Identifier	Is Item Critical to Safety, Health, or Mission	Is Maintenance/repair/ modification Performed Internally or Externally	See Notes:
repairable*	Yes	Yes	Internal	a
			External	b
		No	N/A	Do not order records of changes to fielded items
	No	N/A	N/A	
nonrepairable	N/A	N/A	N/A	

* repairability is limited to repair by Government personnel or by an organization under contract to the Government which is not the original manufacturer for the item.

Notes:

a. In the internal tasking directive or in major command regulations, include the requirement to report all equipment maintenance, repair, and modification actions (including remove and replace) if such action is performed on an item which is critical to safety, health, or mission and is marked with a tracking identifier. In the internal tasking directive or in command policy memorandums, directives, and procedures, specify delivery according to the electronic format requirements of data information subpackets 3D, 3E, or 3F, as applicable, and Table DIP3-I of MIL-STD-2549. Specify how soon after the maintenance/repair/modification is complete that the information must be delivered. (Timing is critical to accurate reports; each maintenance/repair/modification action must be reported in the order that it occurs, regardless of the organization performing the action.)

b. In the SOW, include the requirement to report all equipment maintenance, repair, and modification actions (including remove and replace) if such action is performed on an item which is critical to safety, health, or mission and is marked with a tracking identifier. Cite DI-CMAN-81553 in the CDRL and, in the remarks section, specify: (1) delivery according to the electronic format requirements of data information subpacket 3D, 3E, or 3F, as applicable, and Table DIP3-I of MIL-STD-2549, and (2) how soon after the maintenance/repair/modification is complete that the information must be delivered. (Timing is critical to accurate reports; each maintenance/repair/modification action must be reported in the order that it occurs, regardless of the organization performing the action.)

A.4.6. Selection and tailoring associated with configuration change control information.

A.4.6.1. Engineering change proposals.

A.4.6.1.1. Selection. Engineering change proposals document proposed changes in the requirements or design of an item, provide a mechanism for coordination of the proposed changes among all interested parties, and provide a mechanism to disseminate the change upon approval. ECPs are used:

a. during all phases to propose, justify, coordinate, and disseminate a change to the functional, performance, or interface requirements for an item as documented in the program-unique system performance and/or allocated performance specification(s) for that item,

b. during the production, fielding/deployment, and operational support phase while the item is in production to propose, justify, coordinate, and disseminate a change to the design or interface requirements for an item as documented in the program-unique product design specifications, or engineering drawings for the item, or

c. during the production, fielding/deployment, and operational support phase after completion of production to propose, justify, coordinate, and disseminate a change to the design or interface requirements for an item as documented in the program-unique product design specifications, or engineering drawings for the item for which the Government is the CDCA.

A.4.6.1.2. Background.

a. Typically, during system definition, the performing activity is developing the system performance specification and the interface requirements documents (drawings or specifications) with other systems, and therefore is the CDCA of these documents. When this functional configuration documentation is approved, it forms the functional baseline. At the end of system definition or early in allocated performance definition, the CDCA of the functional configuration documentation is typically moved to the Government tasking activity.

b. During allocated performance definition, the performing activity is developing the top-level allocated performance specification(s), allocating the requirements to lower-level configuration items and developing specifications for, and interface requirements between, those lower level items. When this allocated configuration documentation is approved, it forms the allocated baseline. The performing activity also develops the engineering drawings necessary to build models and prototypes to demonstrate the technical feasibility of the requirements. During this stage of the design maturity, the performing activity is the CDCA for these emerging specifications and drawings. Typically at the end of allocated performance definition or early in design definition, the CDCA of the top-level allocated performance specification(s) (top-level allocated configuration documentation) is moved to the Government tasking activity; CDCA of the other documents remains with the performing activity.

c. During design definition, the performing activity is developing the product design specifications, engineering drawings, and associated lists. When this product configuration documentation is approved, it forms the product baseline. As part of this design definition process the performing activity often must re-allocate requirements between CIs and thus must change the allocated performance specifications and interface drawings for which it is the CDCA. Also, various standardization documents are usually adopted by the performing activity as part of the product baseline. At the end of design definition or early in production, the CDCA of the remaining allocated performance specifications and interface drawings (the remaining allocated configuration documentation) is moved to the Government tasking activity. If the tasking activity is executing a performance-based procurement, the CDCA of the product configuration documentation, which defines the product, remains with the performing activity[20]. If, however, the tasking activity is executing a design-based procurement, at the end of design definition or early in production, the tasking activity can either:

   (1) have the CDCA of all item-unique product configuration documentation moved to the tasking activity,[21] or

   (2) establish a contractual product baseline for the production, operations and support stage of the design maturity, and let the CDCA of the product configuration documentation remain unchanged.

d. During production, operations and support, the tasking activity places orders for the product either by citing the appropriate item allocated performance specification (for a performance-based procurement) or by citing the part number of the item (for a design-based procurement). At the end of production, if the tasking activity has not already done so, the tasking activity should either obtain a copy set of all the product specifications and drawings, or arrange for perpetual electronic access to the product specifications and drawings (see also: A.4.2).

e. During post production operations and support, proposed changes to the design of delivered assets may use either ECPs or Modification Requests, depending primarily on the type of procurement executed during production.

A.4.6.1.3. Tailoring. ECPs are typically obtained via DID DI-CMAN-81554 in the CDRL. Determine who will be responsible for logistics support of the delivered item and who will be responsible for documenting the impact to logistics support that will result upon approval of proposed changes. See Table A-XI for tailoring guidance.

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[20] This excludes any standardization documents included in the product baseline; their CDCA remains unchanged.

[21] In this case, the tasking activity usually has chosen to have specifications and drawings identified by the tasking activity CAGE code and tasking activity-provided document numbers.

Table A-XI. Guidance on Tailoring Requirements for ECPs.

Design Maturity (see Table A-II)	Performance- or Design-Based Acquisition	In Production	Internal or External Tasking	Logistics Support Responsibility	See Notes:
system definition, allocated performance definition, and design definition	Performance or Design		Internal		a and c
			External		b and d
production, operations & support and post production operations & support	Performance	Yes	Internal		a and c
			External		b and d
		No	Internal		a, c, and h
	Design	Yes	Internal		a, c, and i
			External	Government is responsible for identifying logistics impacts	b, d, e, and j
				Government and contractor share responsibility to identify logistics impacts	b, d, f, and j
				Contractor is responsible for identifying logistics impacts	b, d, g, and j
		No	Internal		a, h, and k

Notes:

a. In the internal tasking directive, require the creation of ECPs to document proposed changes to the functional and allocated configuration documentation for which the Government is the CDCA. Require delivery of the ECPs to the CDCA and tasking activity according to the electronic format requirements of data information subpacket 4C, 4D, and 4E, as applicable, and Table DIP4-I of MIL-STD-2549.

b. In the SOW, require the creation of ECPs to document proposed changes to the functional and allocated configuration documentation for which the Government is the CDCA. Cite DI-CMAN-81554 in the CDRL and require delivery of the ECPs to the CDCA and tasking activity according to the electronic format requirements of data information subpacket 4C, 4D, and 4E, as applicable, and Table DIP4-I of MIL-STD-2549.

c. In the internal tasking directive, require the creation of related ECPs if documents from more than one CDCA are affected by a single change. Require coordination of the ECPs with Application Activities.

d. In the SOW, require the creation of related ECPs if documents from more than one CDCA are affected by a single change. Require coordination of the ECPs with Application Activities.

e. In the SOW, include a statement that the Contractor is not responsible for the documentation of the logistics support impact of proposed ECPs.

f. In the SOW, specify the division of responsibility between the Government and contractor for documenting the logistics support impact of proposed ECPs.

g. In the SOW, require the contractor to document the logistics support impact of all Class I ECPs which are proposed by the contractor.

h. In the internal tasking directive, require the creation of Modification Requests to document proposed changes which involve any product configuration documentation for which the Government is *not* the CDCA. (See also: A.4.6.3.)

i. In the internal tasking directive, require the creation of ECPs to document proposed changes to the product configuration documentation. Require delivery of the ECPs to the CDCA and tasking activity according to the electronic format requirements of data information subpacket 4A through 4F, as applicable, and Table DIP4-I of MIL-STD-2549.

j. In the SOW, require the creation of ECPs to document proposed changes to the product configuration documentation. Cite DI-CMAN-81554 in the CDRL and require delivery of the ECPs to the CDCA and tasking activity according to the electronic format requirements of data information subpackets 4A through 4F, as applicable, and Table DIP4-I of MIL-STD-2549.

k. In the internal tasking directive, require the creation of ECPs to document proposed changes to the product configuration documentation for which the Government is the CDCA. If documents from more than one Government CDCA are affected, require the creation of related ECPs. Require coordination of the ECPs with all Application Activities. Require delivery to the CDCA and tasking activity according to the electronic format requirements of data information subpacket 4A, 4C, 4D, and 4E, as applicable, and Table DIP4-I of MIL-STD-2549.

A.4.6.2. Requests for deviation.

A.4.6.2.1. Selection. Requests for deviation are used by a performing activity to request that a tasking activity allow a limited effectivity change to hardware or software which is contracted to be delivered to the tasking activity. RFDs are used:

a. during the program definition and risk reduction, engineering and manufacturing development, or production, fielding/deployment, and operational support phases for a performance based acquisition to request temporary relief from a functional, interface, or performance requirement on a limited quantity of hardware or software items which are being built either for completion of the testing necessary to validate that the design meets the item performance, functional, and interface requirements, or for delivery under a contract, or

b. during the engineering and manufacturing development phase and production, fielding/deployment, and operational support phase for a design based acquisition to request temporary relief from a design requirement on a limited quantity of hardware or software items to be delivered under a contract (see EIA IS-649 for additional guidance).

A.4.6.2.2. Tailoring. Requests for deviation are typically obtained via DI-CMAN-81554 in the CDRL.

a. For internal taskings, specify in the internal tasking directive that RFDs are to be prepared by the performing activity any time the performing activity wishes to request temporary relief from a requirement of any functional, allocated or product configuration documentation specified in the internal tasking directive. Specify that the RFD is to be delivered to the tasking activity according to the electronic format requirements of data information subpacket 4G and Table DIP4-I of MIL-STD-2549.

b. For external taskings, specify in the SOW that RFDs are to be prepared by the performing activity any time the performing activity wishes to request temporary relief from a requirement of any functional, allocated or product configuration documentation specified in the contract/SOW. Cite DI-CMAN-81554 in the CDRL and specify that the RFD is to be delivered to the tasking activity according to the electronic format requirements of data information subpacket 4G and Table DIP4-I of MIL-STD-2549.

A.4.6.3. Modification requests.

A.4.6.3.1. Selection. Modification requests document proposed changes to fielded assets and provide a mechanism for coordination of the proposed changes among all interested parties. Modification requests are used:

a. during the production, fielding/deployment, and operational support phase after completion of production to propose, justify, and coordinate a change to the configuration of an asset (or limited quantity of assets) such that upon completion of the change, the asset(s) will no longer comply with design documentation for which the Government is *not* the CDCA, or

b. during the production, fielding/deployment, and operational support phase after completion of production to propose, justify, and coordinate a modification or modernization of all assets of a particular configuration.

A.4.6.3.2. Tailoring. Modification requests are typically obtained via DI-CMAN-81554 in the CDRL. Establish service or command directives/procedures for preparing modification requests and require that modification requests be input to the CM AIS according to the electronic format requirements of data information subpacket 4H and Table DIP4-I of MIL-STD-2549. (If the preparation of Modification Requests is contracted outside the Government, cite DI-CMAN-81554 in the CDRL and, in the remarks section, specify that the Modification Requests will be delivered according to the electronic format requirements of data information subpacket 4H and Table DIP4-I of MIL-STD-2549.)

A.4.6.4. Modification instructions.

A.4.6.4.1. Selection. Modification instructions are used during the production, fielding/deployment, and operational support phase, and the demilitarization and disposal phase to direct the modification of hardware assets, software assets, or technical manuals. Modification instructions are known by many names in the DoD, such as TCTOs, MWOs, Technical Directives, RACs, SHIPALTINST, etc. Sometimes, they are the result of approved ECPs and sometimes they are the result of approved Modification Requests. Frequently, the creation of a modification instruction is in conjunction with the creation of a modification kit.

A.4.6.4.2. Tailoring. Modification instructions are typically obtained via DIDs such as DI-CMAN-80225, -80529, and -81182 and DI-MGMT-81325 (or DI-CMAN-81554 if no other appropriate DID exists) in the CDRL. If the product CCB approves an ECP which requires the creation of a Modification Instruction, or if the Modification Request approval authority requires the creation of a Modification Instruction, the Modification Instruction should be ordered as follows:

a. If the modification instruction is to be prepared internally, include in the internal tasking directive, the requirement to create the modification instruction, when it is to be delivered, and that it is to be delivered according to the electronic format requirements of data information subpacket 4I and Table DIP4-I of MIL-STD-2549 .

b. If the modification instruction is to be prepared externally, include in the SOW, the requirement to create the modification instruction. If there is a specific format or content requirement, cite the pertinent standard (for example: DoD-STD-2140 for MACHALT Instructions, MIL-T-38804 for TCTOs, MIL-M-81748 for RACs, etc.) Cite the modification instruction DID (or DI-CMAN-81554 if no other appropriate DID exists) in the CDRL and specify when the modification instruction is to be delivered and that it is to be delivered according to the electronic format requirements of data information subpacket 4I and Table DIP4-I of MIL-STD-2549 .

A.4.7. Selection and tailoring associated with configuration management action item status information.

A.4.7.1. ECP/RFD implementation action status.

A.4.7.1.1. Selection. ECP/RFD implementation action status information is used when it is required to monitor completion of the actions necessary to fully implement an approved ECP/RFD (for example; for ECPs - implementing the change in hardware/software; incorporating the change into engineering drawings or program-unique specifications; designing and procuring new support equipment or documentation; creating, testing, publishing and disseminating new modification instructions and/or modification kits; etc.; for RFDs - issuance of a contract modification for consideration due the Government for approving the deviation, implementation of corrective action to prevent reoccurrence, etc.). This item is useful on major projects where ECP implementation responsibilities are dispersed among many different organizations or where funding of implementation may be incremental (for example: only a portion of the units to be retrofitted are funded for retrofit each fiscal year) or by

functional organization (for example: technical manual changes are funded separately from the hardware modifications). Using this information helps to prevent tasks from being forgotten.

A.4.7.1.2. Tailoring. ECP/RFD implementation action status information is typically obtained via DI-CMAN-81555 in the CDRL. See Table A-XII for guidance on tailoring.

Table A-XII. Guidance on tailoring requirements for ECP/RFD action status information.

Applicability	Party Responsible for Performing the Action is	See Note:
DI-CMAN-81554 (DIP4) subpackets 4E and/or 4F have been ordered	internal	a
	external	b
DI-CMAN-81554 (DIP4) subpacket 4G has been ordered	internal	c
	external	d

Notes:

a. Include in the internal tasking directive the requirement to report the status of all assigned ECP implementation actions according to the electronic format requirements of data information subpacket 5A and Table DIP5-I of MIL-STD-2549 and specify the frequency of reporting.

b. Include in the SOW the requirement to report the status of all assigned ECP implementation actions. Cite DI-CMAN-81555 in the CDRL and specify delivery according to the electronic format requirements of data information subpacket 5A and Table DIP5-I of MIL-STD-2549 and specify the frequency of reporting.

c. Include in the internal tasking directive the requirement to report the status of all assigned RFD implementation actions according to the electronic format requirements of data information subpacket 5A and Table DIP5-I of MIL-STD-2549 and specify the frequency of reporting.

d. Include in the SOW the requirement to report the status of all assigned RFD implementation actions. Cite DI-CMAN-81555 in the CDRL and specify delivery according to the electronic format requirements of data information subpacket 5A and Table DIP5-I of MIL-STD-2549 and specify the frequency of reporting.

A.4.7.2. Configuration audit action item status.

A.4.7.2.1. Selection. Configuration audit action status information is used after completion of an FCA or PCA at the end of the engineering and manufacturing development phase to monitor completion of the actions necessary to correct the discrepancies identified during the FCA or PCA.

A.4.7.2.2. Tailoring. Configuration audit action item status information is typically obtained via DI-CMAN-81555 in the CDRL. Require only if an FCA or PCA is included in the SOW or internal tasking directive. Require PCA action items only if the Government will assume control of the product configuration documentation after the completion of the PCA. See Table A-XIII for Tailoring guidance.

Table A-XIII. Guidance on tailoring requirements for FCA/PCA action item status information.

Type of Audit	Design Agency	Government is to become CDCA for PCD	See Note:
FCA	internal	N/A	a
	external	N/A	b
PCA	internal	Yes	c
	external	Yes	d

Notes:

a. Include in the internal tasking directive the requirement to perform an FCA, to report all actions resulting from the FCA, and to report the status of those action items from establishment through closure. Specify that the action items and their status are to be delivered according to the electronic format requirements of data

information subpacket 5B and Table DIP5-I of MIL-STD-2549. Specify the initial delivery of the action items as a specific period of time after completion of the FCA meeting and specify the frequency of status updates.

b. Include in the SOW the requirement to perform an FCA, to report all actions resulting from the FCA, and to report the status of those action items from establishment through closure. Cite DI-CMAN-81555 in the CDRL and, in the remarks section, specify that the action items and their status are to be delivered according to the electronic format requirements of data information subpacket 5B and Table DIP5-I of MIL-STD-2549. Specify the initial delivery of the action items as a specific period of time after completion of the FCA meeting and specify the frequency of status updates.

c. Include in the internal tasking directive the requirement to perform a PCA, to report all actions resulting from the PCA, and to report the status of those action items from establishment through closure. Specify that the action items and their status are to be delivered according to the electronic format requirements of data information subpacket 5B and Table DIP5-I of MIL-STD-2549. Specify the initial delivery of the action items as a specific period of time after completion of the PCA meeting and specify the frequency of status updates.

d. Include in the SOW the requirement to perform a PCA, to report all actions resulting from the PCA, and to report the status of those action items from establishment through closure. Cite DI-CMAN-81555 in the CDRL and, in the remarks section, specify that the action items and their status are to be delivered according to the electronic format requirements of data information subpacket 5B and Table DIP5-I of MIL-STD-2549. Specify the initial delivery of the action items as a specific period of time after completion of the PCA meeting and specify the frequency of status updates.

A.4.8. Selection and tailoring associated with project management information.

A.4.8.1. Organizational information, including CCB organization.

A.4.8.1.1. Selection. Organizational and CCB information is used to identify organizations and personnel which participate in the identification or change process for configuration management of documents and assets. This information can also used by the CM AIS manager to establish passwords, etc.

A.4.8.1.2. Tailoring. Organizational and CCB information is typically obtained via DI-CMAN-81556 in the CDRL.

a. For Government organizations, include a requirement in the internal tasking directive to provide the informationaccording to the electronic format requirements of data information subpacket 6A1 and Table DIP6-I and DIP6-II of MIL-STD-2549 at the beginning of a task. Require that changes in personnel who are to review, release, approve, disapprove documents (including ECPs and RFDs) or CDRL submittals be identified within a specified number of days according to the electronic format requirements of data information subpacket 6A2 and Tables DIP6-I and DIP6-II of MIL-STD-2549.

b. For non-Government organizations, include a requirement in the SOW to provide organization and key personnel information. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify: (1) delivery of the information according to the electronic format requirements of data information subpacket 6A1 and Tables DIP6-I and DIP6-II of MIL-STD-2549 at the beginning of the contract; (2) that changes in personnel who are to review, release, submit, approve, disapprove documents (including ECPs and RFDs) or CDRL submittals be identified within a specified number if days according to the electronic format requirements of data information subpacket 6A2 and Tables DIP6-I and DIP6-II of MIL-STD-2549 .

c. For Government organizations which are the CDCA for configuration documentation and wish to establish a CCB with that responsibility, or which have adopted documents and included them in a contractual baseline and wish to establish a CCB for review and comment of ECPs and review and disposition of RFDs, include in the internal tasking directive that the CCB identification and membership must be delivered according to the electronic format requirements of data information subpacket 6B3 and Table DIP6-III of MIL-STD-2549. (If CCB responsibilities are contracted outside the Government, cite DI-CMAN-81556 in the CDRL and specify that CCB identification and membership be delivered according to the electronic format requirements of data information subpacket 6B3 and Table DIP6-III of MIL-STD-2549.)

A.4.8.2. System/CI nomenclature information.

A.4.8.2.1. Selection. System/CI nomenclature information is used:

a. during the program definition and risk reduction and the engineering and manufacturing development phases to identify the system/CIs and the high-level hierarchy of (and relation among) systems, subsystems, and major end items and their related documentation, and

b. during all phases to identify the scope of CCB responsibilities.

A.4.8.2.2. Tailoring. System and CI nomenclatures are typically obtained via DI-CMAN-81254 in the CDRL. System/CI nomenclature information is typically obtained via DI-CMAN-81556 in the CDRL. Determine who will be responsible for obtaining the nomenclatures for the system/CIs and who will be responsible for reporting that nomenclature information.

a. If the item is being designed internally, include in an internal tasking directive the requirement to request nomenclature using DD Form 61 as required by MIL-STD-196, MIL-STD-787, or MIL-STD-1812.[22] Include the requirement to report the assignment of system name(s) and system hierarchical relationships according to the electronic format requirements of data information subpacket 6B1 and Table DIP6-III of MIL-STD-2549, and to report the assignment of CI nomenclatures and CI hierarchical relationships according to the electronic format requirements of data information subpacket 6B2 and Table DIP6-III of MIL-STD-2549.

b. If the design of the item is being created to meet Government program-unique requirements, include in the SOW the requirement to request nomenclature using DD Form 61 as required by MIL-STD-196, MIL-STD-787, or MIL-STD-1812[22] and the requirement to report the nomenclature information. Cite DI-CMAN-81556 in the CDRL and specify the requirement to: (1) report the assignment and updates of CI nomenclatures and CI hierarchical relationships within a specified period of time after the action is accomplished, and (2) report the nomenclature information according to the electronic format requirements of data information subpacket 6B2 and Table DIP6-III of MIL-STD-2549 for each CI.

c. If the item is a commercial item, being created to meet Government program-unique requirements, Cite DI-CMAN-81556 in the CDRL and specify the requirement to report the design-agency assigned CI nomenclatures and CI hierarchical relationships according to the electronic format requirements of data information subpacket 6B2 and Table DIP6-III of MIL-STD-2549 for each CI.

A.4.8.3. Contract and CDRL information.

A.4.8.3.1. Selection. Contract and CDRL information is used during all phases to identify contracts, the parties to the contract, the data delivery requirements, and modifications to either.

a. Contract identification information is always ordered when the work is being performed by an activity external to the DoD because this information is used for verification of inputs in several other data information packets, most notably the document protection subpackets, and should be part of the password access system for documents.

b. CDRL requirements are the tasking activity orders for the delivery of specific packages of technical, management, and other data, including the delivery addressees, format and timing. The subpacket 6C2 for CDRL requirements should be ordered only if the Government desires to track delivery and disposition of technical data or includes the requirement for on-line review and comment on delivered contract technical data items.

c. Data delivery plan and milestones provide the performing activity delivery dates for the technical data required by the CDRL; they can be ordered only if the contract includes CDRL requirements.

A.4.8.3.2. Tailoring. Contract and CDRL information is typically obtained via DI-CMAN-81556 in the CDRL.

a. For contract administrative information, include in the internal tasking directive the requirement to deliver contract administrative information according to the electronic format requirements of data information

[22] Other standards for nomenclature may be used provided that they result in unique designations.

subpacket 6C1 and Table DIP6-IV of MIL-STD-2549. (If an external organization is preparing the contract or responsible for updating the CM AIS, cite DI-CMAN-81556 in the CDRL and require the delivery of contract administrative information according to the electronic format requirements of data information subpacket 6C1 and Table DIP6-IV of MIL-STD-2549.)

b. For CDRL information, include in the internal tasking directive, the requirement to deliver the CDRL according to the electronic format requirements of data information subpacket 6C2 and Table DIP6-IV of MIL-STD-2549. (If an external organization is preparing the contract or responsible for updating the CM AIS, cite DI-CMAN-81556 in the CDRL and require the delivery of contract administrative information according to the electronic format requirements of data information subpacket 6C2 and Table DIP6-IV of MIL-STD-2549.)

c. For data delivery planning information, in the SOW require that the performing activity plan a schedule for the delivery of the data required by the CDRL. Cite DI-CMAN-81556 in the CDRL and specify: (1) that the technical data planned delivery schedule and the contract event milestone schedule upon which it is based be delivered according to the electronic format requirements of data information subpackets 6C4 and 6C3, respectively, and Table DIP6-IV of MIL-STD-2549, and (2) the frequency of updates to the contract event milestone schedule.

A.4.8.4. Review, comment, and disposition status of documents/CDRLs.

A.4.8.4.1. Selection. Document/CDRL status information is used:

a. during all phases of the program when the program concept of operations includes electronic on-line technical review and comment on documents during the disposition cycle for the documents, including the CDRL submittal/review/approval cycle, or

b. during all phases of the program when the program concept of operations includes electronic disposition of documents or approval of CDRL submittals

A.4.8.4.2. Tailoring. Review, comment, and disposition status information are typically obtained via DI-CMAN-81556 in the CDRL. Actions 2, 6, and 9 in Table A-XIV are required only if the program concept of operations includes performing on-line review and comment, or storing comments about documents on line. Actions 1, 3, 4, 5, and 7 are necessary for all documents and address the status of the document. Actions 8 and 10 only apply to CDRL submittals. In all cases, the action to be performed and to what organization the person performing the action belongs, determines what needs to be ordered and from whom. See Table A-XIV for guidance on tailoring requirements for document review, comment, and status information.

Table A-XIV. Guidance on tailoring requirements for document review, comment, and status information.

Action #	If the Action is:	It is to be Accomplished by:	Internal / External	Delivery or Access	With CM Data?	See Notes:
1	Initiate a document representation as part of the release process for the document representation	personnel at the originating activity for the document representation	Internal	Delivery	Yes	a
			External	Delivery	Yes	b and u
				Access	Yes	b and v
2	On-line Review & comment on a document representation of a new revision of a document as part of the release process for the document representation	personnel at the originating activity for the document representation	Internal	Delivery	Yes	c
			External	Delivery	Yes	d and u
				Access	Yes	d and v

Table A-XIV. Guidance on tailoring requirements for document review, comment, and status information.

Action #	If the Action is:	It is to be Accomplished by:	Internal / External	Delivery or Access	With CM Data?	See Notes:
3	Disposition a document representation as part of the release process for the document representation	personnel at the originating activity for the document representation	Internal	Delivery	Yes	a
			External	Delivery	Yes	b and u
				Access	Yes	b and v
4	Initiate a document revision as part of the approval process for the document revision	personnel at the CDCA for the document	Internal	Delivery	Yes	e
			External	Delivery	Yes	f and u
				Access	Yes	f and v
5	Submit a document revision as part of the approval/ adoption process for the document revision	personnel at the originating activity for the document revision or at an application activity	Internal	Delivery	Yes	g
			External	Delivery	Yes	h, s, and u
					No	h and w
				Access	Yes	h, s, and v
6	On-line review & comment on a document revision as part of the document revision approval process	personnel at the originating activity for the document revision	Internal	Delivery	Yes	c and i
			External	Delivery	Yes	d, i, and u
				Access	Yes	d, i, and v
		personnel at the CDCA for the document	Internal	Delivery	Yes	j
			External	Delivery	Yes	k and u
				Access	Yes	k and v
		personnel at an application activity	Internal	Delivery	Yes	l
			External	Delivery	Yes	m and u
				Access	Yes	m and v
7	Disposition a document revision as part of the document revision approval process	personnel at the CDCA for the document	Internal	Delivery	Yes	e
			External	Delivery	Yes	f and u
				Access	Yes	f and v
		personnel at an application activity	Internal	Delivery	Yes	n
			External	Delivery	Yes	o and u
				Access	Yes	o and v
8	Initiate preparation of, or submit, a contract data item	personnel at the performing activity	External	Delivery	Yes	p, t, and u
					No	p and w
				Access	Yes	p, t, and v
9	On-line review & comment on a contract data item submittal as part of the CDRL submittal approval process	personnel at the tasking activity	Internal			q
10	Disposition a contract data item submittal as part of the CDRL submittal approval process	personnel at the tasking activity	Internal			r

Notes:

a. Include in the internal tasking directive the requirement to report the release status of new document representations of existing documents and initial document representations of new documents/revisions. Specify delivery according to the electronic format requirements of data information subpacket 6D4 and Table DIP6-V of MIL-STD-2549.

b. Include in the SOW the requirement to report the release status of new document representations of existing documents which are under Government CDCA, and initial document representations of new document revisions to documents which are under Government CDCA. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D4 and Table DIP6-V of MIL-STD-2549.

c. Include in the internal tasking directive the requirement to review and report comments on the content of new document representations of existing documents, and initial document representations of new documents/revisions, as part of the document representation release process. Specify delivery according to the electronic format requirements of data information subpacket 6D1 and Table DIP6-V of MIL-STD-2549.

d. Include in the SOW the requirement to review and report comments on the content of new document representations of existing documents which are under Government CDCA, and initial document representations of new document revisions to documents which are under Government CDCA, as part of the document representation release process. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D1 and Table DIP6-V of MIL-STD-2549.

e. Include in the internal tasking directive the requirement to report the status of new document revisions as part of the document approval process. Specify delivery according to the electronic format requirements of data information subpacket 6D5 and Table DIP6-V of MIL-STD-2549.

f. Include in the SOW the requirement to report the status of new document revisions to documents, which are included in a contractual baseline by the Government, as part of the document approval process. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D5 and Table DIP6-V of MIL-STD-2549.

g. Include in the internal tasking directive the requirement to submit proposed document revisions to the CDCA for approval and to the AA(s) for adoption. Specify delivery according to the electronic format requirements of data information subpacket 6D5 and Table DIP6-V of MIL-STD-2549.

h. Include in the SOW the requirement to submit new document revisions to documents which are under Government CDCA, or which are included in a contractual baseline by the Government, to the CDCA for approval and to the AA(s) for adoption.

i. This is accomplished by review of the document representation as part of the document representation release process, see Action 2.

j. Include in the internal tasking directive the requirement to review and report comments on the content of proposed new documents, and proposed new revisions to existing documents, as part of the document approval process. Specify delivery according to the electronic format requirements of data information subpacket 6D2 and Table DIP6-V of MIL-STD-2549.

k. Include in the SOW the requirement to review and report comments on the content of proposed new document revisions of existing documents, which are under Government CDCA, as part of the document approval process. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D2 and Table DIP6-V of MIL-STD-2549.

l. Include in the internal tasking directive the requirement to review and report comments on the content of new documents, and new revisions to existing documents, proposed for adoption as part of the document adoption

process. Specify delivery according to the electronic format requirements of data information subpacket 6D2 and Table DIP6-V of MIL-STD-2549.

m. Include in the SOW the requirement to review and report comments on the content of new documents, and revisions of existing documents, which are proposed for adoption as part of the document adoption process. (This should be limited to documents which are included in, or beng proposed for inclusion in, a contractual baseline by the Government.) Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D2 and Table DIP6-V of MIL-STD-2549 .

n. Include in the internal tasking directive the requirement to report the status of new document revisions as part of the document adoption process. Specify delivery according to the electronic format requirements of data information subpacket 6D5 and Table DIP6-V of MIL-STD-2549.

o. Include in the SOW the requirement to report the status of new document revisions to documents as part of the document adoption process. (This should be limited to documents which are included in a contractual baseline by the Government.) Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D5 and Table DIP6-V of MIL-STD-2549.

p. Include in the SOW the requirement that all contract data submittals will be accomplished electronically and be accompanied by administrative information required by the CDRL.

q. Include in the internal tasking directive the requirement to review and report comments on the content, timeliness, and acceptability of contract data item submittals, as part of the contract data item approval process. Specify delivery according to the electronic format requirements of data information subpacket 6D3 and Table DIP6-V of MIL-STD-2549.

r. Include in the internal tasking directive the requirement to report the status of contract data submittals as part of the contract data item approval process. Specify delivery according to the electronic format requirements of data information subpacket 6D6 and Table DIP6-V of MIL-STD-2549.

s. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D5 and Table DIP6-V of MIL-STD-2549.

t. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6C5 and Table DIP6-IV of MIL-STD-2549 .

u. In the CDRL remarks section, specify that DIP9, sequence 33 must be blank and sequence 34 is mandatory.

v. Include in the SOW the requirement to provide a CITIS according to MIL-STD-974. In the CDRL remarks section, specify that DIP9, sequence 33 is mandatory and sequence 34 must be blank.

w. In the CDRL, specify delivery according to MIL-STD-1840. (In this case, the tasking activity is responsible for entering the configuration management data into the CM AIS.)

A.4.8.5. CCB decisions and directives.

A.4.8.5.1. Selection. CCB decisions and directives information is used:

a. during all phases of the program when the Government program configuration management plan includes the establishment of a CCB and it is desirable to store the discussion and results of the CCB, or

b. when it is desired to track the status of ECP/RFD implementation actions.

A.4.8.5.2. Tailoring. CCB decisions and directives information is typically obtained via DI-CMAN-81556 in the CDRL. In the internal tasking directive which establishes the CCB, require that CCB decisions and implementation actions resulting from the approval of an ECP/RFD be recorded. Specify the level of detail desired for

implementation actions[23]. Specify that the CCB results and required implementation actions be delivered according to the electronic format requirements of data information subpacket 6D7 and Table DIP6-V of MIL-STD-2549. (If this effort is contracted, cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6D7 and Table DIP6-V of MIL-STD-2549.)

A.4.8.6. Document/baseline correlation.

A.4.8.6.1. Selection. This element is a listing of documents[24]. This information is used:

a. during all phases when the program has decided to maintain a technical baseline consisting of all documents which document the decisions made during the life of the program,

b. when the Government adopts[25] nongovernment configuration documentation to define the product requirements or design, or

c. when a specific subset of design (or requirements) documents are used in conjunction with a contract to define a product to be delivered instead of using the complete design set.

A.4.8.6.2. Tailoring. Document/baseline correlation information is typically obtained via DI-CMAN-81556 in the CDRL. In the internal tasking directive, require identification of documents to be included in a baseline to be reported according to the electronic format requirements of data information subpacket 6E1 and Table DIP6-VI of MIL-STD-2549. (If this effort is contracted to an external source, cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6E1 and Table DIP6-VI of MIL-STD-2549.)

A.4.8.7. Assign CPIN or PAN.

A.4.8.7.1. Selection. This information is used:

a. by the Army when an alternate identifier (PAN) is used to identify ECPs and RFDs within the service (for additional information, see U.S. Army Armament Research, Development and Engineering Center Configuration Management Policy Memos), or

b. by the Air Force when an alternate identifier (CPIN) is used to identify software or software documentation for the purpose of determining distribution authority (for additional information, see USAF TO 00-5-16 and TO 00-5-17).

A.4.8.7.2. Tailoring. Information about PANs and CPINs is typically obtained via DI-CMAN-81556 in the CDRL. These identifiers are typically supplied by DoD activities upon receipt of a request from a performing activity for the issuance of an identifier for a software item or documentation package.

a. For assignment of a CPIN, include in the internal tasking directive or in the SOW the requirement to assign a CPIN to all software and software documentation in accordance with USAF TO 00-5-16 and to deliver the information according to the electronic format requirements of data information subpacket 6E2 and Table DIP6-VI of MIL-STD-2549. If contracting for maintenance of this information, include the requirement to assign a CPIN to all software and software documentation in accordance with USAF TO 00-5-16 in the SOW; cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6E2 and Table DIP6-VI of MIL-STD-2549.

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[23] For example: ‘Publish change to technical manual’ as opposed to ‘Draft change to technical manual, create photo-ready copy of technical manual change, print and bind change to technical manual, distribute change to technical manual’.

[24] For the documents themselves, see A.4.2, A.4.3, or A.4.6.

[25] No input is required for documents which are included in a FBL, ABL, or PBL if the Government is the CDCA of the document, because inclusion in the baseline is automatic upon approval by the CDCA.

b. For assignment of a PAN, include the requirement to assign a PAN to all ECPs and/or RFDs and to deliver the information according to the electronic format requirements of data information subpacket 6E3 and Table DIP6-VI of MIL-STD-2549, in the internal tasking directive or SOW. If contracting for maintenance of this information, include in the SOW the requirement to assign a PAN (according to U.S. Army Armament Research, Development and Engineering Center procedures) to all ECPs and/or RFDs; cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery according to the electronic format requirements of data information subpacket 6E3 and Table DIP6-VI of MIL-STD-2549.

A.4.8.8. Establish or transfer CDCA of a document; change document custodian; or add, change, or delete Application Activity (including GLAA).

A.4.8.8.1. Selection. This information is used:

a. during all phases when the Government has required that CDCA for one or more documents be transferred to the Government,

b. when it is determined by the CDCA that there is reason to 'subcontract' the custodian responsibility for one or more documents, or

c. during all phases when Government activities decide to start using the item/material and establish a contractual baseline for it or when they have completed their contractual deliveries.

A.4.8.8.2. Tailoring. This information is typically obtained via DI-CMAN-81556 in the CDRL.

a. To transfer CDCA, include in the SOW the requirement that the specified document(s) are to be transferred to Government CDCA and the exact organization (or CCB) to which document change authority is to transfer. Cite DI-CMAN-81556 in the CDRL and specify (1) when it is to transfer (usually, for the product TDP, transfer is after all FCA and PCA action items have been completed), and (2) that transfer of control be accomplished according to the electronic format requirements of data information subpacket 6F1 and and Table DIP6-VII of MIL-STD-2549 .

b. To transfer custody of a document, specify in the internal tasking directive or SOW that the transfer of custody will be reported. In the internal tasking directive, include the requirement to deliver this notification according to the electronic format requirements of data information subpacket 6F3 and Table DIP6-VII of MIL-STD-2549. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery of this notification according to the electronic format requirements of data information subpacket 6F3 and Table DIP6-VII of MIL-STD-2549

c. To add, change, or delete an Application Activity (or GLAA), specify in the internal tasking directive or SOW that the change in AA/GLAA status will be reported. In the internal tasking directive, include the requirement to deliver this notification according to the electronic format requirements of data information subpacket 6F4 and Table DIP6-VII of MIL-STD-2549. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify delivery of this notification according to the electronic format requirements of data information subpacket 6F4 and Table DIP6-VII of MIL-STD-2549.

A.4.8.9. Add a document representation to a document already received.

A.4.8.9.1. Selection. This information is used during all phases when a new document representation is created for a document and the decision is made to maintain multiple representations (for example: source and executable software code, AutoCad and IGES drawings, etc.)

A.4.8.9.2. Tailoring. Document representations are typically obtained via DI-CMAN-81556 in the CDRL. Documents (with the exception of software) usually are initially approved with only one document representation. If other document representations are required (for example: an AutoCad representation is released, but an IGES representation is also required), an activity must be tasked to create the alternate representation, release it, and deliver it to the custodian of the document. To accomplish this:

a. If an internal organization is to be tasked, include the requirement in the internal tasking directive (1) to create the particular type of document representation required, (2) to review and release it, and (3) to deliver it

according to the electronic format requirements of data information subpacket 6F2 and Table DIP6-VII of MIL-STD-2549. (If the comments resulting during the review and comment process or the release process status dates are desired, see A.4.8.4.)

b. If an external organization is to be tasked, include the requirement in the SOW (1) to create the particular type of document representation required, (2) to review and release it. Cite DI-CMAN-81556 in the CDRL and, in the remarks section, specify that it is to be delivered according to the electronic format requirements of data information subpacket 6F2 and Table DIP6-VII of MIL-STD-2549. (If the comments resulting during the review and comment process or the release process status dates are desired, see A.4.8.4.)

A.5. OTHER DATA ACQUISITION CONSIDERATIONS.

A.5.1. Continuous Acquisition and Life-Cycle Support (CALS) implementation. The following paragraphs provide guidance on acquiring data products in digital form:

A.5.1.1. Department of Defense policy. DoD Regulation 5000.2-R states that technical data will be prepared, delivered and used in digital form unless it is not cost-effective for the Government. In addition, maximum use should be made of available contractor automated data bases.

A.5.1.2. Implementation. MIL-HDBK-59, Continuous Acquisition and Life-Cycle Support (CALS) Program Implementation Guide, provides information and guidance to personnel responsible for the acquisition and use of weapon system technical data. Its purpose is to assist in the transition from paper-intensive processes to digital data delivery and access. In addition to MIL-HDBK-59, Government personnel acquiring data should consult Service or Agency and Command regulations, directives and instructions for additional information on specifying the delivery of data in digital form.

A.5.2. Data requirements versus work tasks. Contractual data requirements cannot be used to impose design requirements on the item being procure, or to impose engineering work tasks on the contractor. Such tasks are identified in the Statement of Work of the contract or purchase order, or in a design requirements specification.

A.5.3. Previous submission. Government activities acquiring technical data should tailor the delivery and submission requirements for TDPs to avoid unnecessary charges to the Government resulting from duplicate delivery of data products.

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